

# The Royal Liberty School

*"Where boys are ambitious, where boys succeed"*



## **CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG) POLICY**

SCHOOL	
Reviewed By:	DHT H Desmond
Review Date:	September 2019
Next Review:	September 2020

***This policy has been written after consideration was given to Best Practice outlined in the CDI Careers Guidance in Schools and Colleges, and Gatsby Benchmarks.***

## **Purpose**

The purpose of this policy is to explain the way in which the Royal Liberty School prepares students for transition into the world of work, further education (FE)/higher education (HE), and Apprenticeships. We believe that all students can make a valuable contribution to society. We recognise the importance of working with students to ensure their needs are met through the CEIAG programme which will equip students with the skills required to follow their chosen career pathway. The focus is on career and option choice, raising aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

## **Aims and Objectives**

The overarching aim is to have a stable careers programme which delivers professional careers education, information, advice and guidance. Students will have opportunities embedded within the CEIAG programme to gain employability skills and will be supported to manage their careers pathway.

The overarching objective is to give students access to a careers education programme which will:

- Promote employability skills
- Give an understanding of education, training, employment and apprenticeship routes
- Explore individual post 16 options
- Provide opportunities for day trips to colleges & universities
- Provide employer talks within school
- Give advice on building a CV and practising interview techniques
- Enable students to take part in a career's fair

## **Commitment**

The Royal Liberty School and Governors have a commitment to maintain high quality CEIAG provision and do this by:

- Providing students with a planned programme which will equip them to successfully progress on to their KS4 GCSE studies and post 16 education.
- Working in partnership with Prospects, Educational Colleges, Sixth Forms and



Further & Higher  
Universities and

- engaging with various employers and apprenticeship providers.
- Involving young people and their parents/carers in activities including Year 8 Options Evening and Year 11 College Transfer Evening. When appropriate, parents are invited to attend Careers Interviews with students.

## Student Entitlement

All our students are entitled to have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. The table below shows student entitlement at the end each of key stage.

<b>By the end of KS3</b>	Every student should have accessed and used information about career paths and the labour market to inform their own decisions on study options.
	Every pupil should have the opportunity to learn how the different STEM subjects help people to gain entry to and be more effective in a wide range of careers.
<b>By the end of KS4</b>	Every pupil should have at least one experience of a workplace (in addition to any part-time jobs they may have).
	Every pupil should have had a meaningful encounter with providers of the full range of learning opportunities (6th forms, colleges, universities, apprenticeship providers). They should have an opportunity to meet both staff and pupils
	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal or external provided they are trained to an appropriate level

## Learner Outcomes

Students will be able to:

- Gain an insight into the labour market
- Gain an understanding of skill sets and how skills are transferable
- Understand soft/hard skills and how to sell themselves using CVs/application forms and interviews
- Develop the skills employers look for - resilience, teamwork, problem solving

- Have access to both paper based and online resources to assist in their career exploration
- Access impartial information on options Post 16, Post 18 and beyond.
- Visit FE/HE institutions
- Gain information about apprenticeships

### **CEIAG Implementation**

- Students are encouraged to attend employer talks within the school to learn about different employment opportunities.
- Students will have the opportunity to take part in trips to industry/universities/colleges/careers and skills events.
- Accessible careers guidance interviews by an external provider (Prospects).
- Subject links - All teachers should link curriculum learning with careers.
- Networking with colleges/employers/universities to ensure students are supported with transition.
- Partnership work with parents from year 8 (pre-options) or earlier if required.
- Use of Pixl Careers resources during tutor time (year 9).

### **Destinations**

Student destinations are held on the 'Beyond Royal Liberty' database in the CEIAG folder on the Google staff drive.

